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CONFIDENTIAL

9 November 1965

MEMORANDUM FOR: Director of Training

THROUGH : Registrar/OTR

SUBJECT : Request for Cancellation of Records Officers Course No. 34

REFERENCE : OTR Regulation No. 25-11, "Cancellation or Change in Dates of Courses," dated 12 January 1960

1. The purpose of this memorandum is to request your permission to cancel Records Officers Course (ROC) No. 34, which is scheduled to be presented from 15 to 19 November 1965.

2. The reason for this request is that an insufficient number of student applicants are enrolled at the present time. As of this date, only eight applications have been received. The Chief, BDP System Group in conjunction with CI Staff and RID have decided that the ROC should not be presented unless a minimum of twelve Records Officers are enrolled in each course.

3. The BDP/TRO, [REDACTED] BDP/Systems Group, [REDACTED] CI Staff and [REDACTED] BDP/RID have concurred in recommending cancellation. The next presentation of the ROC is scheduled to take place from 28 February to 4 March 1966.

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(Signed [REDACTED])

Chief, Headquarters Training

Approved:

(S)

Director of Training

cc: C/OS/TR
C/AIB/R/TR
BDP/TRO

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[REDACTED], BDP Systems Group
Instructor

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GROUP 1
Excluded from automatic
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declassification